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28 FEB 1964

MEMORANDUM FOR: Director of Finance

SUBJECT : OTR Sponsorship of Finance Courses

REFERENCE : Memo from D/Fin to DTR, dated 31 Jan 64,  
Subj: Revision of OTR Catalog of Courses

1. This staff concurs in the action of the Executive Director-Comptroller and the Office of Training in transferring the sponsorship of their course to the Office of Training. However, prior to the acceptance of this transfer, certain items should be clarified in view of the fact that at present there is only one person on this staff with Budget/Cost Accounting/Financial experience.

2. The term "sponsorship" implies responsibility for administration, record maintenance, etc. Although these courses and their sponsorship are within the capabilities of this staff, there is a human time limitation of one qualified person in this field.

3. Regarding the review of the entire program for financial training and the consideration of addition courses, it is recommended that a meeting between representatives of the Executive Director-Comptroller, the Office of Finance, and this office be held to ascertain the potential requirements in connection with the existing assets and limitations within OTR. Mr. [REDACTED] of my staff will contact you in a few days to arrange a time and place for this meeting.

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"Signed"

MATTHEW BAIRD  
Director of Training

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OTR/OS/ [REDACTED] kd (28 Feb 64)

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